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EB/CAM/90/30

May 18, 1990

To: Members of the Committee on  
Executive Board Administrative Matters

From: The Committee Secretary

Subject: Proposed Amendments to Promotion Guidelines for  
Secretarial Assistants

The attached paper is circulated to members of the Committee at the request of the Chairman. It will be taken up at the meeting of the Committee scheduled for Thursday, May 24, 1990.

Att: (1)

Other Distribution:  
Members of the Executive Board





# Office Memorandum

May 18, 1990

To: Members of the Committee on  
Executive Board Administrative Matters

From: F. Cassell, Chairman

Subject: Proposed Amendment to Promotion Guidelines for  
Secretarial Assistants

Attached is a memorandum from Mr. Warner in which he makes a proposal for a further amendment of Paragraph (e) of the promotion guidelines for Secretarial Assistants (Attachment I).

For ease of reference of the Committee, the amendments of the promotion guidelines that had been recommended to the Executive Board in EBAP/90/113 (April 25, 1990) are included as Attachment II. Attachment III shows the changes in the amendments that would be called for should the proposal of Mr. Warner be adopted.

Att: (3)



# Office Memorandum

To: Mr. Cassell, Chairman, Committee on  
Executive Board Administrative Matters

May 16, 1990

From: Charles S. Warner

Subject: Proposed Amendment to Promotion Guidelines for  
Secretarial Assistants

The report and recommendation on promotion guidelines for Secretarial and Clerical Assistants contained in EBAP/90/113 (April 25, 1990) has been referred back to the Committee at the request of this office. We would wish to propose to the Committee that provision be made for one senior Secretarial Assistant in each office to be eligible for promotion to Grade A8 after two years' service in Grade A7 and a total of 15 years of relevant experience. Paragraph (e) of the guidelines would then be as follows:

(e) One senior Secretarial Assistant in each office may be promoted from Grade A7 to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the Secretarial Assistant has been in Grade A7 for at least two years, and (iii) has completed a total of at least 15 years of service in the Fund, or in a comparable institution as defined in (d) above, which by definition includes the Fund.

It would be appreciated if this proposal could be circulated to the members of the Committee for their consideration.

Promotion Guidelines for Secretarial Assistants  
Amendments Recommended by Committee - EBAP/90/113

(a) The entry level for a Secretarial Assistant shall be Grade A6 (equivalent to former Range D). Grade A5 may be used at the discretion of the Executive Director concerned.

(b) A combined grade budget ceiling of 23 shall be established for the usual office consisting of three Secretarial Assistants. Offices having two Secretarial Assistants shall have a grade budget ceiling of 17. The grade ceiling for the third Secretarial Assistant shall be Grade A7. In the event an office has more than three Secretarial Assistants, the grade ceiling for Secretarial Assistants below the third position shall be Grade A6.

(c) One Secretarial Assistant in each office may be promoted to Grade A7 provided that (i) the Executive Director recommends such promotion, and (ii) the Secretarial Assistant has at least one year of service at Grade A6.

(d) A second or third Secretarial Assistant in each office may be promoted from Grade A6 to Grade A7 provided that (i) the Executive Director recommends such promotion, and (ii) the Secretarial Assistant has been in Grade A6 for a minimum of five years and has completed a total of at least 15 years of service in the Fund, or in institutions such as ministries of finance, central banks, financial agencies, foreign offices including embassies of member countries, and international organizations, or other outside service as a secretary, with any service outside the Fund to be reviewed for comparability by the Committee on Executive Board Administrative Matters on an individual basis. If one or two Secretarial Assistants serving in an office have already been promoted to Grade A7 after fulfilling the above length-of-service requirements, a second or third Secretarial Assistant, respectively, in the same office may be promoted to Grade A7 in accordance with the provisions in paragraph (c).

(e) Up to two One senior Secretarial Assistant in each office may be promoted from Grade A7 to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the Secretarial Assistant has been at the ceiling of Grade A7 in Grade A7 for at least one four years, and (iii) has at least five years of service in the Fund, or has been in Grade A7 for at least two years and has at least ten years of service in the Fund and (iii) has completed a total of at least 15 years of service in the Fund, or in a comparable institution as defined in (d) above.

~~[f. - A second Secretarial Assistant in each office may be promoted to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been at the ceiling of in Grade A7 for~~

~~at least one four years; and (iii) the individual meets the same grade and length of service criteria as in paragraph (e).~~] 1/

g (f) One senior Secretarial Assistant in each office who has reached Grade A8 may be promoted to Grade A9 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been ~~at the ceiling of~~ in Grade A8 for at least ~~one~~ three years, and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

h (g) One senior Secretarial Assistant in each office who has reached Grade A9 may be promoted to Grade A10 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been ~~at the maximum of~~ in Grade A9 for at least ~~one~~ three years, and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

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1/ Incorporated into Paragraph (e).

Promotion Guidelines for Secretarial Assistants  
Amendments Including Proposal of Mr. Warner

(e) One senior Up-to-two Secretarial Assistants in each office may be promoted from Grade A7 to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the Secretarial Assistant ~~has been in Grade A7 for at least four years and has at least five years of service in the Fund, or~~ has been in Grade A7 for at least two years and ~~has at least ten years of service in the Fund,~~ and (iii) has completed a total of at least 15 years of service in the Fund, or in a comparable institution as defined in (d) above, which by definition includes the Fund.

e (f) A second Up-to-two Secretarial Assistants in each office may be promoted from Grade A7 to Grade A8 provided that (i) the Executive Director recommends such promotion, (ii) the Secretarial Assistant has been in Grade A7 for at least four years and has at least five years of service in the Fund, or has been in Grade A7 for at least two years and has at least ten years of service in the Fund, and (iii) has completed a total of at least 15 years of service in the Fund, or in a comparable institution as defined in (d) above, which by definition includes the Fund. 1/

f (g) One senior Secretarial Assistant in each office who has reached Grade A8 may be promoted to Grade A9 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been in Grade A8 for at least three years, and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

g (h) One senior Secretarial Assistant in each office who has reached Grade A9 may be promoted to Grade A10 provided that (i) the Executive Director recommends such promotion, (ii) the individual has been in Grade A9 for at least three years, and (iii) the combined Secretarial Assistants' grades are within the applicable grade budget ceiling for that office.

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1/ Paragraph (f) which had been incorporated into Paragraph (e) in EBAP/90/113, is restored in order to include promotion of a second Secretarial Assistant to Grade A8.

